

## **EDITED TASK LISTING**

### **CLASS: CAPITAL OUTLAY PROGRAM MANAGER**

*NOTE: Each position within this classification may perform some or all of these tasks.*

<b>Task #</b>	<b>Task</b>
<b>1.</b>	Provides leadership and direction to supervisory and project management staff.
<b>2.</b>	Responsible for program oversight of siting, design and construction of new prison beds and projects.
<b>3.</b>	Responsible for program oversight of traditional new, renovation, and repair projects such as major capital outlay projects including the San Quentin Condemned Inmate Complex, new licensed Mental Health Care Facilities, renovation/conversions to licensed Mental Health Care facilities, electrified fence projects, infrastructure improvements such as water and wastewater treatment plants, security modifications such as solid cell fronts and high mast lighting, and renovation/repair projects such as the CVSP HVAC project.
<b>4.</b>	Program oversight for preparation and review of Master Plan, Five Year Infrastructure Plan including Capital Outlay Concept Papers, Capital Outlay Budget Change Proposals, and Budget Packages necessary to accomplish Department's objectives.
<b>5.</b>	Analyze program workload and determines the appropriate combination of public and private resources necessary to accomplish the program.
<b>6.</b>	Central responsibility for providing program oversight from inception through all project phases coordinating environmental, correctional, architectural, engineering, legal, contract and financial management, telecommunications, and other related real estate professionals.
<b>7.</b>	Provides leadership and central responsibilities for activities within Facility Planning, Construction and Management, with other offices within CDCR, Department of Finance, Legislature, Governors Office, State and Local agencies, and members of the public as appropriate.
<b>8.</b>	Provides policy direction in the areas of program requirements, environmental, land use and acquisitions, design and constructions standards, operations and maintenance, and dispositions and adaptive reuse strategies using industry best practices.
<b>9.</b>	Serves as a key advisor to the Division and the Directorate on environmental, land use and acquisitions, design, construction and maintenance issues related to the Departments Asset Management/ Capital Program.
<b>10.</b>	In accordance with the department's organizing principles, assist in developing the strategic plan, organizational structure, capacity and effectiveness to deliver the department's programs including employee development, policy and procedures, performance measures, and strategic outcomes.
<b>11.</b>	In accordance with the department's strategic plan, assist in implementing the organizational structure, capacity and effectiveness to deliver the department's programs including employee development, policy and procedures, performance measures, and strategic outcomes.